Kentucky.gov

Calendar of Events Authorization Form

To establish an account that enables your agency to add events to the calendar, you must first have each user register with Kentucky.gov. They can do so by visiting http://kentucky.gov/subscribercenter/ and completing the self-registration process. If a user has previously registered for either the Newsroom or Web site management, they do NOT need to re-register. Please complete the following information and fax the form to the attention of Jonathan Keeler at (502) 875-3722. Please be sure the form is approved and signed by a responsible party for the agency prior to faxing. The responsible party will be the only individual who can contact Kentucky.gov to remove or add user access. Should you have any questions while completing this form, please contact Jonathan Keeler at (502) 875-3733, ext. 113.

Agency Name: _____

Agency Name as You Would Like For It to Appear on the Calendar of Events: _____

_____

Primary Contact Name: _____

Primary Contact Telephone Number: ( ) - _____

Primary Contact Email Address: _____

Workflow is a feature that allows authored material to have manager approval before it gets posted to the calendar, would you like to have workflow enabled? ☐ Yes ☐ No
If no, it is only necessary select the "Manager" box under "Calendar Rights".

List of Users and Their Calendar Rights:

Name	Email Address	User Name*	Calendar Rights
_____	_____	_____	☐ Author ☐ Manager
_____	_____	_____	☐ Author ☐ Manager
_____	_____	_____	☐ Author ☐ Manager
_____	_____	_____	☐ Author ☐ Manager

Would you like to have a version of this calendar for your website? ☐ Yes ☐ No

_____   _____
Print Name (Responsible Party)   Title/Position (Responsible Party)

_____   _____
Signature (Responsible Party)   Date

*This is the name that you established while self-registering or if you previously had access to the Newsroom or Calendar this would be the User ID that was given to you by our office.